



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

TO: ALL ICOC MEMBERS AND CIRM STAFF
FROM: WALTER BARNES, CHIEF ADMINISTRATIVE OFFICER *Walter Barnes*
SUBJECT: TRAVEL REIMBURSEMENT ADENDUM
DATE: 8/29/2005

Attached is information on the changes and additions to the travel reimbursement policies that were approved by the ICOC at the July 12, 2005 meeting. These modifications are effective for all travel beginning after April 7, 2005. They should be considered in concert with the travel reimbursement policies approved by the ICOC at the April 7, 2005 meeting and which were outlined in a memo from me dated May 19, 2005 (copy attached).

Please note that the changes and additions have very specific requirements that must be met for a reimbursement to be allowed. For instance, the use of a Transportation Service is limited to ICOC members and the President of CIRM. Also, the cost light refreshments and meals to persons who are not members of ICOC, CIRM staff or members of working groups can only be reimbursed with the prior approval by the Chair of the ICOC or the President of CIRM. Also, there are specific limits on the amount that can be reimbursed and the circumstances under which the costs can qualify for reimbursement.

If you have any questions about these new requirements or other aspects of travel reimbursements, call me at (510) 450-2437 or contact me at wbarnes@cirm.ca.gov.

Travel Policies Adendum ICOC Members and CIRM Staff

Question: Under what circumstances are the costs of a transportation service (a rental vehicle with a driver) reimbursable for travel purposes?

Answer: Under the UC practices, such a service may be used for travel between two cities and when the cost of the transportation service is cheaper when compared to the least expensive air travel alternative plus the cost of travel to and from the departing airport and arriving airport and parking.

The distance between the airports in the two cities must be at least 50 miles but not more than 130 miles. In addition, the air travel must be from an airport that has regular direct flight service between the two cities. At this time, the eligible airports are:

- San Diego to/from Los Angeles
- San Diego to/from Ontario
- San Francisco to/from Sacramento

A transportation service can also be used between the above cities if the direct flights are not available when the departure time must take place (e.g. – the necessary departure time is after all flights will have left).

In addition, a transportation service is currently allowed (in lieu of private vehicle or taxi) to travel to and from the place of work or home to the departing airport and to or from the arriving airport to the location of a meeting.

Use of a transportation service is limited to ICOC members, an eligible designated representative, the Chair, Vice Chair and the President of CIRM. In addition, ICOC members and eligible designated representatives can only use such a service in connection with attendance at an ICOC meeting, a subcommittee meeting or a working group meeting.

The State Travel Agency does not make arrangements for transportation services so eligible persons will need to make their own arrangements. It is recommended that at least two services be contacted for costs and that the least expensive be selected. Also, wherever possible, it is recommended that such a service be shared to keep net costs low.

Information about the cost of the least expensive airline alternative must be attached to the travel expense claim.

Question: Can the cost of meals provided to persons who are not members of ICOC, CIRM staff or members of working groups be reimbursed?

Answer: Under UC rules, the actual cost of light refreshments, not to exceed \$12/person, may be reimbursed in the following instances:

- Administrative Meetings: The purpose of the meeting must be directly related to the mission of CIRM and the refreshments must be an integral and scheduled part of the meeting. An example would be a planning and/or advisory meeting.
- Hosting Official Guests: Guests can include members of the community who can be expected to have a specific impact on the goals of CIRM. An example would be a courtesy meeting with officials from foreign countries.

Light refreshments include: Coffee and other beverages (not alcohol), snacks, hors d'oeuvres, pastries, cookies, crackers, chips, fruit, etc.

In addition, meals can be served to persons attending Administrative Meetings as described above, if the meal is a scheduled part of a meeting, such as a working lunch and when it is clear that the work cannot be done during normal working hours. Reimbursement is limited to the following amounts:

Breakfast:	\$18
Lunch:	\$30
Dinner:	\$45

Expenditures for light refreshments or meals will only be allowed with prior approval of either the Chair of the ICOC or the President of CIRM or a person designated by them. This prior approval must be attached to the invoice which is submitted for payment.

Question: Can travel arrangements be made through a source other than the state travel agency, for instance, through an internet site?

Answer: The state travel agency will be sure to get you the best price using government discounts. If you find that you can get a better deal elsewhere and/or a travel option that would be better to achieve the purpose of the trips, that is allowable. If the trip from the alternative source is more expensive, you should explain why it was used in Section (11) of on travel expense claim.

In addition, when you use an internet site attach the internet confirmation print out to the travel expense claim. In addition, you should attach any hotel receipt or airline stubs related to the trip even though it contains the same information.